

March 2006
Employee Newsletter



Advocate

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ADC steps up staff recruitment, retention efforts

The Arkansas Department of Correction is working to improve staff recruiting, retention and training.

"We're not just looking for employees but those who live up to our motto of honor and integrity in public service," said Human Resources Administrator Kevin Murphy. "We're looking for people who want a career—not just a job."

The agency is advertising openings via radio, television, military magazines, fliers and newspapers, including the bilingual publication *Hola Arkansas*.

A billboard campaign, touting ADC, state benefits and more, is also planned. Murphy said there is one long-standing recruiting tool that consistently attracts new staff.

"The lifeblood of our recruiting effort is our incumbent employees," he said.

The training academy and each unit are also doing their part. A record 73 cadets began Basic Correctional Officer Training class at the Training Academy on Feb. 27 and a vacancy reduction plan has also been launched. The goal is for



A sign near the Cummins and Varner Units alerts passersby that ADC is accepting applications. Visit www.state.ar.us/doc

each unit to reduce its vacancies by 10 percent each month.

"We've been hosting weekly job fairs at various locations and during non-traditional hours," said Wrightsville Unit Warden Kay Howell.

With CO1 vacancies down by 52 positions as of March 3, a majority of units are meeting or exceeding their goal while others are working to make it happen.

Officials say keeping staffing levels up goes a long way toward boosting morale. It also helps improve the agency's overall operation.

ADC had a turnover rate of 34 percent in 2005. For December 2005 through February 2006, the rate stood at 25 percent.

The agency has launched several efforts to encourage retention, includ-

ing working to raise pay and lobbying to shorten the time in which staff become eligible for retirement. ADC has broadened training opportunities and offers the Career Ladder Incentive Program.

While some staff needs can be met by programs, awards and incentives, supervisors must also do their part to make the agency a place where employees want to stay, according to a U.S. Justice Department study titled "Managing Staff: Corrections' Most Valuable Resource."

The national report concluded that managers have the ability to reinforce or undermine their respective department's mission.

Director's Corner



Larry Norris
ADC Director

After going zero for five in his rookie season with Atlanta, his first NFL pass completion was to himself. There he was, freshly traded and proudly wearing a new green and gold jersey with the number four on it. He drew back that now famous arm and let the ball fly. But a defender deflected the pass and it landed right where it started, in the hands of the quarterback, who promptly

lost seven yards on the play. Later, after missing the team photo, a sports broadcaster called him a "train wreck."

Sixteen years later, Green Bay's Brett Favre is called a legend, considered one of the best to ever play the game. He is the NFL's only three-time MVP and is third on the list of quarterback wins with 135, behind only John Elway and Dan Marino. Favre is famous for engineering come from behind wins, especially during those bone-chilling snowstorms of Wisconsin.

Favre has been in the news a lot since the end of last season, which wasn't a good one for the Packers. The team went 4-12, and Favre threw a career high 29 interceptions. Now he's trying to decide whether he wants to hang up his cleats or come back for one more

run at the Super Bowl. At 36, he's old for a quarterback and he has a nagging thumb injury on his throwing hand. But deciding what to do is taking awhile and the media is growing restless.

I know how he feels. About five years ago, I started moving toward retirement. I entered the DROP program, with my mind firmly set on retiring in seven years. Apparently, though, my heart wasn't. The closer I got to stepping aside, the more I knew that I didn't want to. Of course, some of my reasons are personal, but most of them have to do with unfinished business. Like the Special Needs Unit at Malvern and the campaign for enhanced retirement benefits for ADC officers.

But before I can con-

tinue working, I first have to retire. Those are the rules. So for the month of May, I will be retired. But in June I will be back on the job, well rested and ready to work. While I am gone, Chief Deputy Director Ray Hobbs will serve as Interim Director. I have complete faith in his abilities, and I am confident that you will support his efforts.

Maybe by the time I get back, Brett Favre will have made his decision. I'm curious to see if he reaches the same one I did. Our professions are different, but we share an unbreakable devotion to what we do. Even in his confusion, Favre is still sure of one thing, "I know I still love the game." Me too. And that's why I'm staying put.

Powerful winds damage small structures at Delta Regional Unit

Severe weather rolled through parts of Arkansas on March 9 bringing winds that knocked out power and toppled buildings in some areas.

Strong winds struck the Delta Regional Unit, causing damage to some small structures. Twisted metal debris from the buildings was scattered across the area.

The roof was blown off of the lumber bin and equipment shed at the unit. The bio-hazard building was blown from its foundation (approximately 40 feet), and a porch and electric

lines were blown from the field captain's mobile home.

In addition, a portion of a wooden fence surrounding the warden's back yard was blown down.

No injuries were reported.

Right: Much of the porch was blown away from this mobile home at the Delta Unit.



Left: Debris litters a field after powerful winds struck the Delta Unit.

Character event unites residents, workers of Southeast Arkansas

Staff members from ADC, CMS, the correctional school system, Board of Corrections and others attended the annual Character Breakfast on March 30. The Character Council of Southeast Arkansas event, which drew about 1,000 people, was held at the Pine Bluff Convention Center.

Dorchester County (South Carolina) Sheriff Ray Nash was the keynote speaker. A 27-year-veteran of law enforcement, Nash emphasized that "if we focus on achievement to the exclusion of character, we encourage bad behavior."

ior."

"Think of character as the seed that produces the fruit of achievement," he said. "We want to work from the inside out."

Nash encouraged those attending the breakfast to consistent in pitching good character to co-workers and to the community.

Nash uses the Character First program to work with his staff and he also created a character-based training program called "Police Dynamics."

The breakfast celebrated the first anniversary of Pine Bluff's character initiative which was instituted by Mayor Carl Redus.

Area businesses, agencies and civic organizations have adopted the Character First program which introduces a new character trait each month.

Featured below are some of those who attended the breakfast and the character traits being presented in 2006.



Tolerance

Diligence



Resourcefulness

Punctuality

Initiative

Creativity

Sensitivity

Endurance

Hospitality

Discretion

Loyalty



To learn more, visit:
www.characterfirst.com

ADC ahead of the pack at 2006 Manhunt Field Trials



Left: A crew from the Cummins Unit, led by Kennel/Utility Supervisor Lt. Mike Herring (on horseback at right), took first place in the Pack Dogs Division of the field trials.

ADC teams won top honors at the 2006 Southern States Manhunt Field Trials. Held March 20-24 at Camp Robinson in North Little Rock, the event drew competitors from six states. The top finishers are:

Single Leash:

1st - Tucker (T. Childers/J. Crosby)
2nd - Central Office/Diagnostic (D. Heflin)
3rd - Sherwood PD (Chris Clark)
4th - North Central (L. Whitaker/C. McGowen/S. Lively)

Multiple Leash:

1st - East Arkansas (W. Hogan)

2nd - Tucker (M. Gates/D. Collins)
3rd - Tuscaloosa PD, AL (Derek Thorne)
4th - Blountstown, PD, FL (Rodney Smith)

Pack Dogs:

1st - Cummins (M. Herring/E. Strothers)
2nd - Tucker (M. Gates)
3rd - East Arkansas (W. Hogan/J. Andrews)
4th - Ouachita River (D. Threlkeld/T. McHan/J. Duboise)

Team Marksmanship:

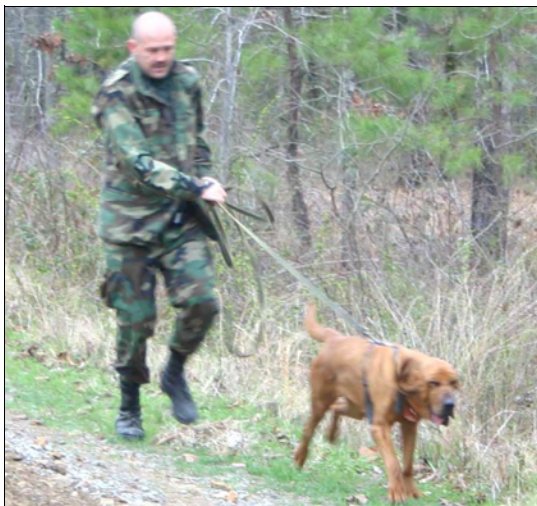
1st - Central Office (J. Bennett/D. Reap)
2nd - Trans./Max. (A. Thrower/R. Clemmons)
3rd - Cummins/Max (L. Hill/B. Cockrell)

Narcotic Detection:

1st - Central Office (D. Reap)
2nd - Sherwood PD (Chris Clark)
3rd - St. Tammany Sheriffs, LA (Robert Edwards)
4th - North Little Rock (Chris Gardner)



Above: K9 Max, shown with Sgt. Daniel Heflin, strikes a pose after being named "Best Looking Canine".



Above: Lt. Troy Moore and K9 Belle start a track at the field trials.



Left: Sgt. James Bennett (kneeling, far left) and Lt. Dennis Reap (standing), both of Central Office, took first place in the team marksmanship competition.

On track: canines, handlers bring home top honors



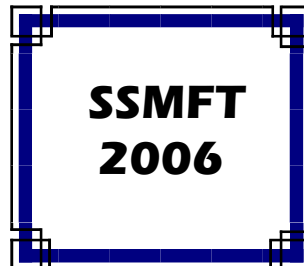
Left: Sgt. Terry Childers, of the Tucker Unit, (second from left) and Cpl. Josh Crosby (far right), of the Maximum Security Unit, accept a plaque for 1st Place—Single Leash Division. Also pictured are two SSMFT Board members Larry Keeth (far left) and Ronnie Schwin.



Above: Sgt. James Owens, Lt. Mike Herring and Sgt. Eric Strothers, of the Cummins Unit, collect the award for 1st Place-Pack Dogs. Herring is featured in the Employee Spotlight on page 7.



Above, Left to right: Sgt. Daniel Heflin, Sgt. Aaron Tarter, Lt. Troy Moore and Sgt. Randy Rauls, representing Central Office/Diagnostic, show off the 2nd Place-Single Lease award.



Above: Lt. Marshall Gates (left) and Sgt. Daniel Collins, of the Tucker Unit, accept the award for 2nd Place-Multiple Lease.

*Congratulations to all the winning teams!
Thanks to everyone who participated.*

Photos courtesy of Linda Gibson and Kelley Sanders.

ADC units pass Correctional Education Association audit



On March 10, Corrections School System Superintendent William "Dubs" Byers sent out congratulations to the eleven units who completed the Correctional Education Association accreditation audit.

Those units are Cummins, Delta Regional, East Arkansas Regional,

Grimes, McPherson, North Central Unit, Tucker/Maximum Security, Diagnostic, Ouachita River, Varner and Wrightsville.

All units passed with 100 percent compliance with all 67 standards.

"This could not have been possible without great cooperation from unit staff," Byers said, thanking those who so willingly helped during the audit.

"It should be noted that we had eleven auditors in various correctional education fields from around the United States," he said. "All eleven concurred that the Corrections School System provides an exceptional academic and vocational education program for the inmate population. I believe that the collaboration between the CSS and ADC is what makes this possible."

Study enters Phase III: development of new state pay plan



The State Pay Plan Study has concluded Phase II which addressed job data collection.

Job questionnaires were collected on all classified positions in state agencies and institutions of higher education and unclassified positions at state agencies.

Arkansas Department of Finance and Administration Director Richard Weiss said that the level of cooperation and participation

exhibited by the agencies and institutions of higher education is greatly appreciated.

Phase III of the study has commenced and consists of:

- reviewing the content of position questionnaires

- writing new job descriptions and determining job titles and classifications

- conducting salary and market data analyses

— developing a new State pay plan

The Pay Plan Study staff has also been compiling data to identify positions for which questionnaires were not submitted.

"People want to be part of a team that's fun to work with and produces results they are proud of."

— Peter Senge, The Fifth Discipline

Department Briefs

Basic Correctional Officers' Training Class 2006-C began on Jan. 30, 2006, with 27 cadets and 24 graduated on Feb. 10, 2006.

BCOT Class 2006-D began on Feb. 13, 2006, with 45 cadets and 36 graduated on March. 24, 2006.

Congratulations and welcome to the ADC family!

The United States Deputy Wardens' Association 61st Annual Conference will be held July 10-14 at The Arlington Resort Hotel & Spa in Hot Springs. NCU Warden Jimmy Banks is president of the association this year.

Southern States Correctional Association's Arkansas Representative Grant

Harris, who is warden at the Varner Unit, announced that the **37th Annual SSCA Conference** is scheduled for July 16-19 in Charleston, West Virginia.

Those who have successfully completed training for **Career Ladder Incentive Program II** and met all requirements can earn a bonus. The amount

is determined by the state's chief fiscal officer. That decision is expected by the end of April.

The character trait for the month of April is **creativity** — approaching a need, a task, or an idea from a new perspective.

Hone your skills. Collect ideas. Think outside the box.

Nutrition Information
per serving:
Calories 313
Fat 9.1 g
Cholesterol 87 mg.
Sodium 345 mg.
Protein 33 g.
Carbohydrate 14.3 g

Chaplains association conference focuses on character

The American Correctional Chaplains Association/South-Central Region was held March 20-22 in Hot Springs. The conference theme was "Character Leadership in the Chaplaincy - Chaplains Manifesting Character in their Leadership."

This conference was designed to help chaplains and ministry volunteers continue to be effective ministers in an often bureaucratic, correctional setting and help change the atmosphere of the prison with inmates and staff by showing good character.

Sessions that were taught during this conference was "Institute of Self-Worth," "Character in Leadership - Part I," "The Character of Moses," "How To Lead Anyone Anywhere," "From Prison To Purpose" and "Character In Leadership - Part II."

The sessions were taught by Chaplain Don Yancey, North Central Unit; Chaplain Kenneth Dewitt, McPherson Unit; Chaplain Eddie, Sensat, ADC's Administrator of Chaplaincy Services; Chaplain Eugene Wigelsworth, Director of Religious Services, Mississippi Department of Correction; Vic Porter, Director of Institute of Self-Worth, Springfield, Missouri, and Stacey Smith who is an ADC ex-inmate who



Above: Some of the chaplains from among five states that met for the recent ACCA/South-Central Region conference in Hot Springs.

now serves as the conference director/coordinator for "From Prison To Purpose."

About 50 people attended the conference from Texas, Mississippi, Missouri, Oklahoma, and Arkansas.

New Officers were elected for 2007: President—Chaplain Eddie Sensat Vice-President—Chaplain Eugene Wigelsworth, Director of Religious Services

Secretary—(for a second term) Joann West, Secretary, ADC Chaplaincy Division

Treasurer - Warrell Kimble - Chaplain of Woodman State Prison, Gatesville, Texas

Tragically, Chaplain Kimble was killed in an automobile accident on her way home from the conference.

Below: Eugene Wigelsworth, (left), Religious Services Director for the Mississippi Department of Correction accepts an Arkansas Traveler certificate from ADC staff members Chaplain Don Yancey and Joann West.



"We were all saddened by this news as we only knew Chaplain Kimble a short time, but had an immediate friendship with her," West said.

Chaplain Sensat will appoint a new treasurer to take her place.

The 2007 conference will be in Mississippi.

Photos and information provided by Joann West.

Is your team ready for the May 15 Ball & Chain Challenge?



The annual Ball and Chain Challenge golf tournament is set for May 15 at Harbor Oaks in Pine Bluff.

The event is sponsored by the employee associations of the Arkansas Departments of Correction and Community Correction, the ADC School District and Arkansas Correctional Industries. Proceeds go to the University of Arkansas at Little Rock Criminal

Justice Scholarship and to the Correctional Peace Officers Foundation. Last year's event generated about \$28,000

Organizers hope to see teams from all ADC units competing this year. All entry forms need to be completed and all fees paid in advance—no later than May 5.

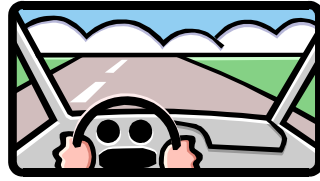
The tournament will feature a morning and an afternoon round. Trophies will be awarded to the top three teams in three flights after each round, plus there will be prizes for long drive and closest to the pin competitions.

"The main idea in golf as in life, I suppose is to learn to accept what cannot be altered and to keep on doing one's own reasoned and resolute best whether the prospect be bleak or rosy."

— Bobby Jones, champion golfer

Planning a trip? Be sure to follow ADC's travel policy

The Arkansas Department of Correction Travel Policy requires that any travel by an employee that will result in expenditure of departmental funds for training, conferences, conventions, or educational seminars must be approved in advance of the travel.



The traveler must submit and obtain proper approval of a Travel Request Form prior to commencement of

the trip. Failure to obtain proper approval could result in non-reimbursement of expense.

Also, be aware that employees attending classes where overnight lodging is required may submit receipts for meals and lodging

but please do not submit receipts for bottled water.

Be advised that water is available at training locations and therefore purchases of bottled water will not be reimbursed.

Cook-off reveals staff culinary skills

Staff members at the Administrative East Annex recently showed that they've got skills in the kitchen during the 3rd Annual Chili/Soup/Dessert Cook-Off in March.

First place honorees are pictured below. Second place winners are named. Congratulations to all of these award-winning cooks!



Left: Cook-off Committee Chairman Cindy Windle presents Pquieta Wilkins with the 1st place award for chili.

Cheryl Edwards won 2nd place for chili.

Right: Ibra Benton accepts the 1st place award for dessert from Cindy Windle.

Cheryl Edwards also won 2nd place in the dessert category.



Left: Cindy Windle presents HR Administrator Kevin Murphy with the 1st place award for soup.

Brenda Allbright won second place.

Photos and information provided by Sonia Wallace.

"Good teams become great ones when the members trust each other enough to surrender the 'me' for the 'we.'"

— Coach Phil Jackson

Wanted again: ADC's Biggest Losers



The ADC Advocate is looking for ADC's Biggest Losers—again.

Last year, the Advocate searched for employees who had lost a significant amount of weight. We found many who had shed pounds through healthy eating and exercise.

The Advocate has been hearing that many other staff members are getting rid of some weight so we plan to do a second installment of ADC's Biggest Losers.

Have you or a co-worker recently lost a significant amount of weight? Why did you do it, how did you do it and how do you feel now?

The ADC Advocate newsletter wants to hear from you.

We want to feature some

of the people who have successfully lost pounds within the past year or so.

Did you walk, run or head to the gym? Did you eat smaller portions? Stop going to the buffet? Cut out fast food? How did you accomplish it?

We plan to run the names of our biggest losers, the amount of weight lost and some comments about how they did it in an upcoming article.

Share your story and provide before and after photos if you have them. You might inspire others to get on the road to a healthier life!

Deadline is June 19, 2006.

Please email: bobbie.crockett@arkansas.gov, fax: 870-267-6244 or call 870-267-6999.

Health Matters

Learn Healthy Living in a Day class packed with information

The “Learn Healthy Living in a Day” class provided attendees with resources for improving their lifestyles.

The special class, offered on March 15 and on March 29, also allowed ADC staff to earn Career Ladder Incentive Program training credit and become members of the Southern States Correctional Association.

The SSCA Arkansas Representative is Grant Harris, warden at the Varner Unit. Harris said the organization, in conjunction with ADC, was glad to be able to provide a great training opportunity.

The class, conducted by Erin Johnson, a registered dietician, covered nutrition, benefits of exercise, facts about fast food, label reading, goal setting and more:

Here are some tips for healthy living:

- Two major components are diet and exercise.

- Consider exercising for weight control; for boosting cardiovascular health and self confidence and positive attitude and for building resistance to stress and illness.

- Take small steps towards behavior change.

For example, cut back on the soda or junk food.

- Set some goals for yourself. When you reach those goals reward yourself with a new CD, hunting gear, etc.

- When eating out consider healthy choices such as grilled chicken, no cheese on your hamburger, mustard instead of mayo, fresh veggies and fruit and small

french fries instead of a “supersize” Salad is also a good choice but ask for the dressing on the side.

- Comparing nutritional content is important for your health. Read product labeling to determine the amount of sodium, cholesterol, fiber etc.

Visit: www.mypyramid.gov for more information.



Above: Erin Johnson, a registered dietician, talks to the class about healthy eating habits.



Above from left to right: Lorie Taylor, a disciplinary hearing officer at Central Office; Evette Britton, a document examiner II at the Wrightsville Unit and Lynette James, records supervisor at the Wrightsville Unit, were part of a large crowd, below, at the March 15 healthy living class at Admin. East. A class was also held March 29.



Below: Some of the plastic food used to show portion sizes along with tubes used to show the amount of fat in some items.



Lock your PC & limit access to important information

A new computer security policy is being issued by the State Security Office that requires all computers that contain or access any sensitive data or systems to automatically lock the system after 15 minutes of non-use. This action will not shut down the PC or any programs that might be running. It just locks the system so that you have to re-enter your user name and password before using the system again. This will help protect your PC and its associated data from unauthorized access if you leave your PC unattended and unused for more than 15 minutes.

Follow these steps to set up the "Auto System Lock" on your computer.

- Right-click on any open area of your desktop (not on any program icons).
- Click on "Properties" in the selection menu.
- In the Display Properties box, click on the "Screen Saver" tab.
- In the "Screen saver" area, click on the drop down menu arrow for the screen saver name selection box. In the drop down list, click on the screen saver that you want to use.
- In the "Wait" box, change the setting to a time of 15 minutes or less.
- Depending on your operating system, you will also see a small checkbox next to the words "Password Protect" or "On resume password protect" or something similar.

- Click on that box, so that a check mark appears, indicating that it is turned on.
- Click on OK. You are done!

NOTE:

On a related issue, you can lock your system immediately any time you have to leave it unattended. Just press Ctrl+Alt+Del to get the Windows Security box. The first button is highlighted by default for "Lock Computer." You can either click on the button or just press "Enter" to immediately activate the system lock.

If you have any problems or questions, contact any of the technicians in the IS Division.



Also, please be mindful of the following requirements regarding the use and maintenance of ADC computer equipment:

1. NO ONE (including inmates) is allowed to do any maintenance, repair, or equipment upgrades or add-ons to ADC computer equipment, unless specifically authorized by the IT Section. PCs that have had hardware added or removed, or that have non-legal software loaded, create problems with the proper operation of our systems. And, please be aware that loading/using software that is obtained illegally can leave you open

for legal actions from the software manufacturers.

2. Inmates are NOT allowed to work on, or have access to, any PCs or other equipment that is on the ADC/State network, or that provides any other access to the Internet. This also applies to computers that may belong to any outside vendors, organizations, volunteers, etc. that would allow access to the Internet.

3. You should NOT share your personal computer access user name and password with others. It is a violation of computer security policy, and can also make you personally liable for any actions that the other person might do while logged in with your credentials. Each person who has a valid need to access the computer systems should have his/her own user accounts. If you need to share responsibilities with someone else, or need backup coverage for some function, those situations can be addressed without sharing user accounts. Contact anyone in the IT Section if you need help for these types of situations.

4. You should NOT listen to or watch Internet audio and video programming on your office PC. This has a drastically adverse affect on network performance. It slows down system access for everyone else around you.

Again, if you have questions about these policies, or any other computer use issues, please contact anyone in the IT Section. Thanks for your assistance!

Information provided by IT Administrator Roger D. Patton

Central Office, Admin. East earn ACA's official stamp of approval



Above: Deputy Director Ray Hobbs, Accreditation Manager Nancy Koonce and Director Larry Norris show off the certificate recently presented by the American Correctional Association. Central Office and Administrative Annex East earned 100 percent on mandatory standards and 100 percent on non-mandatory standards after a thorough audit from an ACA team in September 2005. The award making it official arrived earlier this year.

Moving on up: Promotions at the Delta Regional Unit



Lt. R. Gana (center), of the Maximum Security Unit, promoted to Major at the Delta Unit. Warden Mark Cashion (left) and Assist. Warden Steve Outlaw congratulate him.

Right. Cpl. L. Louis (center) is pinned by Sgt. W. Freeman and Sgt. L. Kennedy upon her promotion to Building Sergeant.



Governor's Service Awards February 2006

Retirement:

Joe Nolen — Grimes
Douglas Harris — Delta
Clyde Thomas — Diagnostic
Terry Gough — North Central
Wanda Cathey — Purchasing
Alex Matthews — East Arkansas

20 Years:

Charles Capps Sr. — Farm
Barbara Lloyd. — Accounting
Charles Oakes — Cummins

10 Years:

Virgia Allen — Varner
James Cranford — North Central
Jim Strebe — Construction
Dorothy Thomas — East Arkansas
Johnny Wilson, Jr. — Cummins

Congratulations!



Cpl J. Jones (center) promoted to Building Sergeant. Warden Mark Cashion and Sgt. J. Jackson do the honors.

Cpl. M. Meadows (center) promoted to Field Sergeant. Warden Mark Cashion and Capt. C. Lagrone congratulate him.



Congratulations to all these staff members on their achievement!

Photos and information provided by Lydia Godfrey

ADC Promotions and New Hires — February

Promotions

2/05/06	David Maney	Sergeant – EARU
2/05/06	Henry Williams	Sergeant – EARU
2/06/06	Steve Beatty	Sergeant – Cummins
2/06/06	Charles Higgins	Unit Trainer – Varner
2/06/06	Denesa Ray	Sergeant – JCJ/CF
2/06/06	Charles Ratcliff	Construction/Maint. Supervisor II – Construction
2/06/06	Johnny Yarbrough	Construction/Maint. Supervisor II – Construction
2/12/06	Carl Carthan	Sergeant – Varner
2/12/06	Melborn Hogan	Lieutenant – EARU
2/13/06	Cameron Wood	Lieutenant – Grimes
2/13/06	Manva Cawley	Rehab Program Coordinator – Grimes
2/13/06	Sandra Chavez	Program Coordinator – Grimes
2/13/06	Jeffrey Rizor	Sergeant – Grimes
2/13/06	Lori Tacker	Correctional Counselor – McPherson
2/14/06	Cheryl Chapman	Sergeant – McPherson

New Hires

2/01/06	Dora Eason	Business Manager – Tucker
2/06/06	Debra Atheam	Secretary I – North Central
2/13/06	Cleon Carroll	Sergeant – Tucker
2/13/06	Joseph Camp	PC Support Specialist – Information Tech
2/21/06	Naomi Jones	Document Examiner I – Delta
2/21/06	Sarah Wilson	Document Examiner I – Benton

Congratulations!



In-Service Training Protocol

The Training Academy wishes to welcome staff to In-Service Training. The academy strives to promote a professional environment during your learning experience.

Listed below is appropriate attire for In-Service class participation.

Shirt—button up or pull over (please, nothing derogatory, offensive or inappropriate for professional correctional staff, no T-shirts, no sports team shirts).

Shirt and Tie

Slacks—**NO DENIM, no holes or frayed edges.**

Dress/Pantsuit—(please, nothing see through, sleeveless or low cut. Length should be professional and appropriate for professional correctional staff)

Shoes—(no flip flops, sandals, tennis shoes or house slippers).

Uniforms—must meet Department guidelines

Headgear—allowed only outside of building (no derogatory or offensive wording, symbols, etc.).

Sweats/Shorts/Sport Warm-ups—will be considered appropriate only in classes containing physical activities – not during normal In-Service classes.

Smoking is not allowed on Academy property.

Please observe break times and lunch periods.

Cell phones or pagers need to be on vibrate or silent while in the classroom.

Students arriving more than 15 minutes late for the starting time of a class, or more than 15 minutes late from a break/lunch will be dismissed from the class.

APRIL TRAINING SCHEDULE

Date	Title	Time	Length	Location
3-4	Management Effectiveness Training	8 a.m.	16 hrs.	TA
3-5	Basic Spanish for Law Enforcement	8:30 a.m.	21 hrs.	Texarkana P.D. (CJI)
4	Administering Discipline	8 a.m.	4 hrs.	TA
4	Performance Evaluation	12:30 p.m.	4 hrs.	TA
5	Field Training Officer	8 a.m.	8 hrs.	TA
5	7 Cs of Leadership	8 a.m.	4 hrs.	TA
6	Adult CPR & AED.	8 a.m.	8 hrs.	TA
6	Race Relations & Cultural Diversity	8 a.m.	4 hrs.	HR
10	Racial Profiling	8 a.m.	4 hrs.	TA
10-14	New Riders Class	8 a.m.	40 hrs.	Wrightsville
11-13	Latent Prints	8:30 a.m.	21 hrs.	U of A Monticello
12	Leadership Values in Law Enforcement	9 a.m.	6 hrs.	Forth Smith P.D.
12-13	Using Microsoft Word	8:30 p.m.	14 hrs.	LR (CJI)
13	Fair Labor Standards Act	8 a.m.	4 hrs.	HR
17	The Phenomenal Woman Seminar	8 a.m.	8 hrs.	HR
18	Sexual Harassment/Sexual Miscond.	8 a.m.	5 hrs.	TA
18	Basic Horsemanship	8 a.m.	8 hrs.	Delta Regional
19	Becoming a Person of Influence	8 a.m.	4 hrs.	TA
20	Basic Horsemanship	8 a.m.	8 hrs.	Cummins
19-20	Using Microsoft Excel	8:30 a.m.	14 hrs.	LR (CJI)
20	Inmate Profiles	8 a.m.	4 hrs.	TA
20	Basic Horsemanship	8 a.m.	8 hrs.	Varner
20	Grievance Prevention & Handling	8 a.m.	5 hrs.	HR
24-25	Conflict Resolution for Supervisors	8:30 a.m.	14 hrs.	LR
24-25	Tactical Officer Survival School	8 a.m.	16 hrs.	TA
24	Interpersonal Communication	8 a.m.	8 hrs.	TA
24-28	Command Officer School	8 a.m.	40 hrs.	TA
25-27	Using Microsoft Access	8:30 a.m.	21 hrs.	LR (CJI)
25	Basic Horsemanship	8 a.m.	8 hrs.	East Arkansas
26	Basic Horsemanship	8 a.m.	8 hrs.	Tucker
26-27	Introduction to Management	8 a.m.	16 hrs.	TA
27	Basic Horsemanship	8 a.m.	8 hrs.	Maximum Security
28	Courtroom Testimony	9 a.m.	6 hrs.	Nashville P.D. (CJI)

OPEN ENROLLMENT (Year round)

- **AWIN Radio Training** — As scheduled by your Unit Trainer
- **Advanced Drivers Techniques** — As scheduled by your Unit Trainer
- **Internet-Based e-Learning Classes.**
Classes provided by National Institute of Corrections
Visit www.nicic.org.
You must get approval from your Unit Trainer before taking any e-learning classes

The following **open enrollment, Inter-Agency classes** are offered in Little Rock. They vary in length.

Who Moved My Cheese (Little Rock)
Emotional Intelligence
FISH
Dealing with Difficult People
Conducting Effective Meetings
Defensive Driving
Train the Trainer
CPR
Presenting Testimony
Basic First AID
Workplace Diversity

MAY TRAINING SCHEDULE*denotes Regional
Training at EARU

Date	Title	Time	Length	Location
1-2	Management Effectiveness Training	8 a.m.	16 hrs.	TA
2-3	Principles of Supervision	8:30 a.m.	14 hrs.	LR (CJI)
2-3	Crime Scene Digital Photography & Imaging	8:30 a.m.	28 hrs.	LR (CJI)
3	Sexual Harassment/Sexual Misconduct	8 a.m.	5 hrs.	TA
3	Structured Interviewing	8 a.m.	4 hrs.	HR
3	Change Changes You	8 a.m.	4 hrs.	TA
4	Race Relations & Cultural Diversity	8 a.m.	4 hrs.	HR
4	Administering Discipline	8 a.m.	4 hrs.	TA
4	Performance Evaluation	12:30 p.m.	4 hrs.	TA
5	Intro. to Computers & Basic Internet Navigation	8 a.m.	4 hrs.	HR Lab
8	Field Training Officer	8 a.m.	8 hrs.	TA
8-12	Correctional Security for Non-Security	8 a.m.	40 hrs.	TA
9	Basic Horsemanship	8 a.m.	8 hrs.	Grimes
10	Hazmat Awareness	8 a.m.	8 hrs.	TA
10	Basic Microsoft Excel	8 a.m.	4 hrs.	HR Lab
10	Basic Horsemanship	8 a.m.	8 hrs.	NCU
11	Basic Terrorism Awareness & Explos. Response	8 a.m.	6 hrs.	TA
11	Grievance Prevention & Handling	8 a.m.	5 hrs.	TA
12	Incident Response to Terrorist Bombing	8 a.m.	4 hrs.	TA
15	Racial Profiling	8 a.m.	4 hrs.	TA
15	*Administering Discipline	8 a.m.	16 hrs.	EARU
15	*Performance Evaluation	12:30 p.m.	4 hrs.	EARU
16	*Interpersonal Communication	8 a.m.	8 hrs.	EARU
16	Anger Management/Conflict Resolution	8 a.m.	4 hrs.	TA
16	Basic Horsemanship	8 a.m.	8 hrs.	ORU/Benton
17	Verbal Fitness for Law Enforcement	9 a.m.	6 hrs.	Harrison P.D. (CJI)
17	Basic Horsemanship	8 a.m.	8 hrs.	Pine Bluff
17-18	*Management Effectiveness	8 a.m.	16 hrs.	EARU
19	*Sexual Harassment/Sexual Misconduct	8 a.m.	5 hrs.	EARU
22	*Grievance Prevention and Handling	9 a.m.	5 hrs.	EARU
22-26	New Riders Class	8 a.m.	40 hrs.	Wrightsville
23	*Fair Labor Standards Act	8 a.m.	4 hrs.	EARU
23-24	Introduction to Management	8 a.m.	16 hrs.	TA
24	*Field Training Officer	8 a.m.	8 hrs.	EARU
24-25	Using Microsoft PowerPoint	8:30 a.m.	14 hrs.	LR (CJI)
24-25	Emergency Preparedness Training	8 a.m.	16 hrs.	TA
25	*Adult CPR & AED	8 a.m.	8 hrs.	EARU
25	Roadmap for Success	8 a.m.	8 hrs.	TA
31	17 Laws of Leadership	8 a.m.	4 hrs.	TA

JUNE TRAINING SCHEDULE

Date	Title	Time	Length	Location
1	Race Relations & Cultural Diversity	8 a.m.	4 hrs.	HR
1-2	Crime Scene Courtroom Testimony	8:30 a.m.	14 hrs.	Fort Smith PD (CJI)
2	Courtroom Testimony	8:30 a.m.	6 hrs.	Blk River Tech College (CJI)
5	Inmate Grievances	8 a.m.	4 hrs.	HR
5-7	Basic Spanish for Law Enforcement	8:30 a.m.	21 hrs.	Fort Smith PD (CJI)
5-9	Firearms Instructor School	8 a.m.	40 hrs.	TA
6	Change Changes You	8 a.m.	4 hrs.	TA
7	Structured Interviewing	8 a.m.	4 hrs.	HR
8	Basic Horsemanship	8 a.m.	8 hrs.	Wrightsville Unit
7-8	Introduction to Management	8 a.m.	16 hrs.	TA
8	Fair Labor Standards Act	8 a.m.	4 hrs.	HR
8	Administering Discipline	8 a.m.	4 hrs.	TA
8	Performance Evaluation	12:30 p.m.	4 hrs.	TA
12	Racial Profiling	8 a.m.	4 hrs.	TA
13	Sexual Harassment/Sexual Misconduct	8 a.m.	5 hrs.	TA
14-15	Introduction to Computers	8:30 a.m.	14 hrs.	LR (CJI)
15	Grievance Prevention & Handling	8 a.m.	4 hrs.	HR
19-23	New Riders Class	8 a.m.	40 hrs.	Wrightsville Unit
19-23	Command Supervisor School	8 a.m.	40 hrs.	TA
19-20	Tactical Officer Shooting Survival (TOSS)	8 a.m.	16 hrs.	TA
20-21	Management Effectiveness Training	8 a.m.	16 hrs.	TA
20-22	Advanced Supervision	8:30 a.m.	21 hrs.	Southern AR Univ.(CJI)
21	7 Cs of Leadership	8 a.m.	4 hrs.	TA
21	Leadership Values in Law Enforcement	9 a.m.	8 hrs.	Pine Bluff P.D.
22	Advanced Interpersonal Communication	8 a.m.	16 hrs.	TA
27	Interpersonal Communication	8 a.m.	16 hrs.	TA
28-29	Using Microsoft Word	8:30 a.m.	14 hrs.	LR

**ADC
CALENDAR****April 2006**

- 2 Daylight Saving Time begins
- 9 Palm Sunday
- 14 Good Friday
- 16 Easter
- 26 Administrative Professionals Day

**May 2006**

- 1-5 Correctional Officers' Week
- 5 Cinco de Mayo
- 14 Mother's Day
- 9 Memorial Day

**June 2006**

- 14 Flag Day
- 18 Father's Day
- 21 First Day of Summer

ADC Advocate Employee Newsletter

ADC Mission Statement

- *To provide public service by carrying out the mandates of the courts.*
- *To provide a safe humane environment for staff and inmates.*
- *To provide programs to strengthen the work ethic.*
- *To provide opportunities for spiritual, mental and physical growth.*



The *ADC Advocate* newsletter is published monthly by the Public Information Office for employees of the Arkansas Department of Correction. The publication strives to enhance communication and provide information on the development and achievements of this agency.

All employees are encouraged to submit articles, comments, ideas, letters and questions. The deadline for submission is tentatively set for the 15th of each month for inclusion in that month's publication.

Please be aware that all submitted items will be subject to editing. However, every effort will be made to maintain the writer's essential meaning.

In addition, statements contained in the *ADC Advocate* are the personal views of the authors and do not necessarily represent the opinion or policies of the Arkansas Department of Correction.

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